



Department of Business License

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CHECKLIST FOR APPLICATION FOR CHANGE OF BUSINESS LICENSE

Sections 6.04.075, 6.04.090, 6.04.100, 6.04.110, 6.04.120, and 6.04.130 and of the Clark County Code, provide guidelines for changes to existing business licenses, i.e., adding licenses or lines of service, changes to location, name, mailing address, officer changes and ownership changes of 99% or less. (Note: Ownership changes of 100% will require a new license.)

I. All changes require the following:

1. A current mailing address and phone is required for all change applications. If this section is not completed we may return your change request without processing it. (We will forward ALL correspondence to your location address in the absence of a current mailing address.)
2. The **Application for Change of Business License** form must be completed and signed by an owner or officer of the business.
3. A fee of \$25 will be charged for *each change on each license*. Payment can be made by cash, check, or money order made payable to: Clark County Department of Business License.
 - a. If renewing your license at the same time, please provide a separate check or money order for the license renewal fees and the change request fees.
4. Additional documents may be required for Regulated or Liquor & Gaming licenses. Please call (702) 455-4125 for further information.

II. Business Name Change and/or Location Change

1. Business Name Change:

- a. A file stamped copy of the Fictitious Firm Name (DBA) from the Clark County Clerk's office, or a file stamped copy of the Amended Name Change articles filed with the Nevada Secretary of State.

2. Business Location Change:

1. Preliminary zoning review: Contact Clark County Current Planning at (702) 455-4314, Option #2, Option #1.
2. The Fire Department Permit Survey form must be completed.
3. One of the following Proof of Rights to the business physical location:
 - a. Lease or Rent: If you are leasing or renting a location, a signed Lease Information form must be completed; or
 - b. Sharing Space: A signed Letter of Authorization from lessee, business owner or officer; or
 - c. Property Ownership: A copy of the deed, mortgage agreement, bill of sales; or
 - d. Other Jurisdiction: If the new location is in a jurisdiction other than Unincorporated Clark County, provide a copy of the approved business license with the current address from that jurisdiction.

III. Business Owner/Officer Change:

A. Business Owner Change (adding or deleting an Owner of 99% or less ownership):

1. A notarized letter signed by an owner is acceptable;
2. A complete list of owners and ownership percentages is required per Clark County Code;
3. A stamped copy of the Resolution or Minutes filed with Nevada Secretary of State is acceptable;
4. A stamped copy of the new DBA filed with the Clark County Clerk's office is acceptable; and
5. For an owner's name change, a copy of the file stamped marriage or divorce decree is acceptable.

B. Business Officer Change:

1. Submit documentation of new officer(s) or the Amended Resolution filed with the Nevada Secretary of State.

IV. Adding a license or line of service:

- A. Submit the completed change form and fees required.

*** INCOMPLETE DOCUMENTATION FOR CHANGE REQUEST WILL BE RETURNED**